



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** September 13, 2019  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

**Human Resources**

- Vacant Positions
  - Fire Department
    - Two Fire Engineers – Testing September 16, 2019
  - Library Director – Rosie Amaya was selected as the new Library Director and will start October 1, 2019. Ms. Amaya is the current Library Director at the Joe Barnhart Bee County Library in Beeville Texas. Ms. Amaya has a Master’s in English and a Master’s in Library Science. We are excited for Ms. Amaya to join our team.
  - Assistant Finance Director – Currently in background process.

**Court**

| Weekly Date for Community Service | Hrs. Scheduled | Hrs. Completed | Public Works | Fire Dept. (Hours) | Municipal Court (Hours) | Library (Hours) | Outside The City (Hours) |
|-----------------------------------|----------------|----------------|--------------|--------------------|-------------------------|-----------------|--------------------------|
| 08/25/2019-08/31/2019             |                | 89             | 48           |                    |                         |                 | 41                       |
| 09/01/2019-09/07/2019             | 467            | 20.5           | 16           |                    |                         |                 | 20.5                     |

| Court Dates | # Of Cases Scheduled | # Of Defendants Scheduled | # Of Cases Processed During Court |
|-------------|----------------------|---------------------------|-----------------------------------|
| 8/22/2019   | 376                  | 227                       | 204                               |
| 9/5/2019    | 490                  | 318                       | 234                               |

**Public Works**

- Projects:
  - The contractor for the LC-17 is pouring concrete on Channel # 2, finishing the grading of 3,000 linear feet of creek channel, started placing topsoil, designing and building 450 linear feet of main channel, and demolishing the parking area by police station.
  - Blacksmith Lane & Wagon Spoke Sewer/Water Main Replacement – contractor has completed the replacement of the water and sewer mains and is now backfilling the street. We expect completion by the end of this week.

- Leon Valley Street Maintenance Year 2 – the company is starting on the ADA sidewalk ramp construction and will then seal coat Forest Meadow.
- Staff is finalizing the designs for the custom art proposed for the bus shelters at the library and the park.
- Bexar County Flood Control will be performing a mill & overlay of El Verde Road, once the LC-17 construction has been completed. They will also realign the drainage swales on the sides of El Verde Road so that proper drainage of the street is restored.
- Shade structures for the large playground at Raymond Rimkus Park are being installed. The contractor ran into several conflicts with water and sewer lines, so they will be delayed for another week or two.
- Staff is working with CPS Energy and ClearResult to identify ways the City can reduce their energy usage at city facilities.
- Staff is working with IDS Engineering for a solution to the algae in Huebner Creek at Raymond Rimkus Park. The bridge culverts required that we lower the creek bed, which is causing the pooling next to the walking path. An additional concern is a SAWS recycled water main leak in the creek just above the bridge. SAWS has been out, promises to repair, and we will continue to place mosquito biscuits in the creek until we can solve our problem.
- Reconstructing sidewalk and driveway approach on Stirrup Lane.
- Repairing asphalt on Andres Salazar.
- Will be installing benches around the pathway and the equipment, then trash/recycling containers will be delivered.
- Repairing the walking path at Old Mill Park – the recycled millings are falling apart. Also installing trash/recycling kiosks.
- Pressure washing sidewalks and patios at both centers and the library.
- Closing out both pools for winter.
- Constructing improvements at The Ridge at Leon Valley Park.
- Trimming trees along Evers.
- Installing recycle bins at parks.
- Replacing water valves in the Sun Valley neighborhood.
- Repairing sprinklers at Community and Conference Centers.
- Blowing out dead end water mains.
- Repairing water and sewer lines in Raymond Rimkus Park under playground.
- Performing annual backflow inspections.
- Creating water and sewer main replacement plan.
- Performing Preventative Maintenance on all Public Works vehicles and equipment.
- Training
  - Crew member will be taking Pest Control classes in order to obtain the license.
  - New Crewmember will be studying for an herbicide application class and testing, as a part of the new street sweeping program.
  - New employees preparing to take CDL classes.

## **Police Department**

Please see below information on police activity over the listed period. Have a great day!

- Arrest
  - 8-26-19 – 6500 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 8-26-19 – 5700 Wurzbach Rd. – Emergency Detention – One arrested/released at Hospital
  - 8-26-19 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
  - 8-27-19 – 7400 Horse Trail – Disturbance – One arrested for Assault/Bodily Injury
  - 8-28-19 – 5700 Evers Rd. – Emergency Detention – One arrested/released at hospital
  - 8-28-19 – 6400 Seneca – Wanted Person – One arrested on active warrants
  - 8-28-19 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 8-28-19 – 5700 Bandera Rd. – One arrested for active warrant
- 8-30-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-30-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-30-19 – 6100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-30-19 – 5800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-31-19 – 5600 Evers Rd. – Public Intoxication – One arrested/released at Detox Unit
- 8-31-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 9-01-19 – 7100 Larksong – Disturbance – One arrested for Assault/Family Violence
- 9-01-19 – 6100 Wurzbach Rd. – Suspicious Persons – One arrested for Possession of a Controlled Substance
- 9-02-19 – 6800 Timberhill – Traffic Stop – One cited/released – Vehicle Impounded
- 9-02-19 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released with Criminal Trespass Warning
- 9-03-19 – 5600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 9-03-19 – 5600 Evers Rd. – Assault/Bodily Injury/Family Violence
- 9-05-19 – 5600 Bandera Rd. – Theft \$0-100 – One cited/released
- 9-05-19 – 6700 Huebner Rd. – Public Intoxication – One arrested/released at Detox Unit
- 9-05-19 – 5800 Ardisana – Traffic Stop – One cited/released – Vehicle Impounded
- 9-05-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 9-05-19 – 5300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 9-06-19 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 9-06-19 – 6300 Seneca – Traffic Hazard – Vehicle Impound
- 9-07-19 – 6900 Bandera Rd. – Wanted Person – One arrested on active warrant
- 9-07-19 – 5300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 9-08-19 – 6500 Bandera Rd. – Traffic Stop – One arrested for Driving While intoxicated – Vehicle Impounded
- 9-8-19 – 6200 Grissom Rd. – Emergency Detention – One arrested/released at hospital
- Significant Calls
  - 8-26-19 – 7200 Bandera Rd. – Criminal Mischief \$100-750
  - 8-26-19 – 7100 Huebner Rd. – Crash
  - 8-26-19 – 6100 Bandera Rd. – Crash
  - 8-26-19 – 6400 Evers Rd. – Criminal Mischief \$100-750
  - 8-26-19 – 6600 Gristmill – Alarm
  - 8-26-19 – 6900 Bandera Rd. – Violation of City Ordinance (Inoperable Vehicle)
  - 8-26-19 – 7100 Bandera Rd. – Terroristic Threats
  - 8-26-19 – 6500 Bandera Rd. – Crash
  - 8-26-19 – 6600 Bandera Rd. – Crash X2
  - 8-26-19 – 5600 Bandera Rd. – Criminal Mischief
  - 8-26-19 – 6400 Bandera Rd. – Crash
  - 8-26-19 – 5600 Bandera Rd. – Criminal Mischief
  - 8-26-19 – 5600 Evers Rd. – Criminal Mischief
  - 8-27-19 – 6000 Bandera Rd. – Crash
  - 8-27-19 – 6700 Timberhill – Assault/Bodily Injury
  - 8-27-19 – 6800 Bandera Rd. – Theft < \$100
  - 8-27-19 – 7000 Bandera Rd. – Alarm
  - 8-27-19 – 6400 Bandera Rd. – Suspicious Vehicle
  - 8-27-19 – 6800 Bandera Rd. – Crash
  - 8-27-19 – 5500 Saffron Way – Missing Child
  - 8-27-19 – 6000 Grass Hill – Abandon Endanger Child
  - 8-28-19 – 5600 Grissom Rd. – Criminal Mischief \$700-750
  - 8-28-19 – 6600 Bandera Rd. – Crash

- 8-28-19 – 7300 Reindeer Trail – Found open door
- 8-28-19 – 5600 Evers Rd. – Burglary of a Habitation
- 8-28-19 – 6900 Bandera Rd. – Alarm
- 8-29-19 – 5700 Bandera Rd. – Crash
- 8-29-19 – 6100 Wurzbach Rd. – Alarm
- 8-29-19 – 5300 Wurzbach Rd. – Damage to property
- 8-30-19 – 5600 Evers Rd. – Burglary/Habitation
- 8-30-19 – 5600 Grissom Rd. – Theft < \$100
- 8-30-19 – 6600 Bandera Rd. – Crash
- 8-30-19 – 6000 Bandera Rd. – Crash
- 8-30-19 – 5600 Bandera Rd. – Crash
- 8-30-19 – 6900 Huebner Rd. – Crash
- 8-31-19 – 6800 Forest Crest N. – Burglary of a Vehicle
- 8-31-19 – 6500 Bandera Rd. – Crash
- 8-31-19 – 5900 Bandera Rd. – Crash
- 8-31-19 – 6800 Huebner Rd. – Alarm
- 8-31-19 – 7000 Bandera Rd. – Found Property
- 9-01-19 – 6500 Bandera Rd. – Crash
- 9-01-19 – 7200 Grass Valley – Burglary of a Vehicle
- 9-01-19 – 7200 Grass Valley – Found Property
- 9-01-19 – Bandera Rd. at Timco – Crash
- 9-01-19 – N.W. Loop 410 at Bandera Rd. – Burglary of a Vehicle
- 9-01-19 – 5500 Wurzbach Rd. – Crash
- 9-01-19 – 5600 Bandera Rd. – Crash
- 9-01-19 – 6000 Bandera Rd. – Alarm
- 9-01-19 – 5400 Bandera Rd. – Alarm
- 9-02-19 – 5900 Bandera Rd. – Assault/Bodily Injury
- 9-02-19 – 5600 Grissom Rd. – Theft
- 9-02-19 – 7000 Bandera Rd. – Alarm
- 9-02-19 – 7500 Eckhert Rd. – Alarm
- 9-02-19 – 5600 Evers Rd. – Burglary of a Habitation
- 9-03-19 – 5600 Bandera Rd. – Crash
- 9-03-19 – 6800 Bandera Rd. – Theft \$100-750
- 9-03-19 – 6600 Bandera Rd. – Crash
- 9-03-19 – 6100 Sundial – Found Missing Person
- 9-03-19 – 7200 Bandera Rd. – Crash
- 9-03-19 – 7400 Canterfield – Alarm
- 9-03-19 – 6000 Forest Crest – Harassment
- 9-03-19 – 6800 Poss Rd. – Found open door
- 9-03-19 – 5700 Bandera Rd. – Found open door
- 9-03-19 – 7400 Canterfield – Alarm
- 9-03-19 – 5400 Grissom Rd. – Theft \$2,500-\$30,000
- 9-03-19 – 6400 Bandera Rd. – Crash
- 9-04-19 – 5500 Wurzbach Rd. – Crash
- 9-04-19 – 7200 Bandera Rd. – Theft \$100-\$750
- 9-04-19 – 6800 Bandera Rd. – Crash
- 9-04-19 – 7400 Huebner Rd. – Damage to Property
- 9-04-19 – 5700 N.W. Loop 410 – Crash
- 9-04-19 – 6700 Forest Dell – Criminal Mischief \$100-750
- 9-04-19 – 5700 Evers Rd. – Alarm
- 9-04-19 – 7700 Huebner Rd. – Crash

- 9-04-19 – 7200 Bandera Rd. – Crash
- 9-05-19 – 6500 Bandera Rd. – Crash
- 9-05-19 – 7200 Bandera Rd. – Crash
- 9-05-19 – 7100 Bandera Rd. – Crash
- 9-05-19 – 5900 Bandera Rd. – Suspicious Person
- 9-06-19 – 4700 Timco West – Burglary of a Vehicle
- 9-06-19 – 5700 Bandera Rd. – Crash
- 9-06-19 – 6200 Grissom Rd. – Criminal Trespass Warning
- 9-06-19 – 6400 Bandera Rd. – Crash
- 9-06-19 – 6800 Bandera Rd. – Alarm
- 9-06-19 – 7000 Bandera Rd. – Criminal Trespass
- 9-06-19 – 6400 Bandera Rd. – Criminal Mischief
- 9-06-19 – 7400 High Stepper – Found open garage door
- 9-06-19 – 5500 Bandera Rd. – Crash
- 9-06-19 – 6600 Bandera Rd. – Crash
- 9-07-19 – 5600 Bandera Rd. – Crash
- 9-07-19 – 6800 Bandera Rd. – Criminal Trespass
- 9-07-19 – 5900 Bandera Rd. – Crash
- 9-07-19 – 5600 Bandera Rd. - Crash
- 9-07-19 – 6400 Bandera Rd. – Alarm
- 9-07-19 – 5400 Bandera Rd. – Alarm
- 9-07-19 – Bandera at N.W. Loop 410 – Crash
- 9-08-19 – 6800 Bandera Rd. – Crash
- 9-08-19 – 5500 Bandera Rd. – Burglary/vehicle
- 9-08-19 – 6100 Bandera Rd. – Alarm
- Traffic Citations - 125
- Warnings – 69
- Cases filed by CID, Three (3):
  - Three (3) Aggravated assault, deadly weapon cases.
- CID Activity/Active Investigations
  - Detectives are actively working:
    - Two (2) Accident investigations, traffic detective
    - Two (2) Indecency with Child cases
    - One (1) Child Endangerment
    - Two (2) Unauthorized use of Motor Vehicle
    - One (1) Aggravated Robbery
    - One (1) Burglary of a Building
    - One (1) Aggravated Assault, Strangulation
    - One (1) Family Violence with Injury
    - One (1) Felony Theft, \$3000 in currency was recovered
    - One (1) Burglary of a Habitation by Force: Arrest Warrant was Obtained
- Additional CID Activity
  - Ongoing meetings with the District Attorney’s Office
  - Twenty (20) walk in complaints were handled
  - Twelve (12) statements were taken by detectives
  - Assisted RLC hearings with Spanish translation
- Code Enforcement
  - (01) Junked/abandoned/illegal vehicles
  - (03) Side yard parking
  - (14) Blocked sidewalk violations
  - (02) Building violations/complaint

- (22) Trash complaints
- (26) Bandit signs
- (01) Graffiti complaints
- (01) Pool violation
- (05) Pet noise Complaints
- (02) Grass/weed violations
- (04) Violation of City Ordinance Notice Letters
- Animal Control
  - (02) Stray dog (02) were returned home
  - (01) Dead animals
  - (05) At large dog calls
  - (03) Wild animal calls
  - (05) Rabies registrations
  - (04) TNR
- Traffic Unit Reporting Period Activity:
  - Active traffic assignments include school zones before and after school neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln, Leon Valley Elementary, 6600 Bandera at the Walgreens, Bandera and Seneca, Evers Rd, and Linkwood.
  - Reporting Period Activity:
    - Moving Violations 149
    - Non-Moving Violations 22
    - Warnings 53
    - Vehicles Impounded 11
    - VCO 00
  - STEP Program
    - Hours worked 28
    - Citations Issued 76
    - DWI Arrests 00
- Impound Lot
  - Vehicles Towed: 24
  - Traffic: 22
  - Arrest: 02
  - VOC 00
- Training
  - Detectives Alonzo and King attended a 16-hour mobile phone technology class.
  - Detective Brooks attended a FBI-LEEDA Command Leadership class.
  - Officer Breton attended an 8-hour de-escalation class and an 8-hour basic interview class.
  - Officers Azar, Breton and Griego attended Narcan training.
  - Officer Azar attended active shooter training.
- Volunteer Activity
 

Chief Salvaggio , Lt. Anderson, and Detective Brooks continue to work closely with Texas Special Olympics on planning for numerous upcoming fundraising events.

## **Fire Department**

- **2019 San Antonio 110 9/11 Memorial Climb (service/community) -**  
 Wednesday, September 11th, 2019, Leon Valley Firefighters and Leon Valley Police Officers joined area Firefighters and Police Officers at the annual San Antonio 110 9/11 Memorial Climb at the Tower of Americas. We carried the ID tags of the fallen Firefighters from that day and paying our respect to their sacrifices. All City flags are lowered to half-staff in recognition of Patriot Day. Our continued prayers for the 343, their families, friends, and all those we have lost on that day and since the tragic

events that took place on September 11th, 2001. The Leon Valley Honor Guard “Presented Colors” with immense honor and respect.

- **City Council Official Swearing-In Ceremony (service)** – Congratulations to Deputy Fire Marshal Justin Garcia who was sworn into office on Tuesday, September 3, 2019. In addition, Jaaron Thomas and Jim Ortiz who were officially sworn-in as Lieutenants.
- **Fire Recovery USA (cost recovery)** – The Fire Department has received an incident recovery total collection in the amount of \$42,021.21 to date with 49 active runs, and 4 denials by insurance companies.
- **Emergicon (EMS)** – The Emergicon collection was in the amount of \$22,837.04 for the month of August.
- **9/11 First Responder Thank you** – HEB prepared breakfast and Mr. Craig Ferrell provided lunch for Leon Valley Firefighters as well as Leon Valley Police at the fire station.
- **Complete Count Committee for Census 2020 Meeting! (community)** – The Census Committee has made some great decisions to continue our Census 2020 Committee workplan progression. The Census Committee selected the campaign slogan *“In Leon Valley You Count!”* Thank you to Mr. Spriescerbach for his excellent slogan idea. Chairperson, Rebecca Barron-Flores will create an electronic calendar of existing Leon Elementary School events, so that we may add other Leon Valley events to the calendar. This will provide us the opportunity to effectively utilize these existing events to raise Census 2020 awareness. We also discussed planning a Census 2020 Educational Campaign with all Leon Valley Schools to educate our students as well as reach parents (Leon Valley Elementary, Rita Kay Driggers, John Marshall and Oak Hills High School). In addition, discussed our Challenges-Hard to Count comprising of the homeless, gated communities, people who distrust the government, language barriers and low internet access to proactively provide resolutions. Mayor Riley has reached out to additional potential Census 2020 Count Committee/Ambassadors to ensure that we have an inclusive representation from our community groups such as Government, Education, Community organizations, Media, Workforce development, Business and Faith Based. Our next meeting is Monday, September 16, 2019 to continue our Complete Count Committee workplan progression.
- **Marshal High School Volleyball Team Thank you** – Marshal High School Volleyball team collected donations and delivered cheesecakes to the fire station in honor of 9/11.

### Community Development Department

- Zoning Code/Comprehensive Plan Revisions
  - The Zoning Commission held meetings in August and September to discuss revisions to the City’s zoning code. These meetings included discussion on mixed-use and redevelopment, particularly along the Bandera Road Corridor. However, the current comprehensive plan and future land Use plan (which is a component of the Comprehensive Plan) do not go into detail on these topics; particularly on Bandera Road.
  - The Comprehensive Plan is a policy document, created by the community that guides among many things, the formulation/implementation of zoning. So it’s important that discussion regarding mixed-use, redevelopment, and infill also occur at a comprehensive planning and community level first, before the zoning code revision process continues.
  - Future updates and revisions to the City’s Comprehensive Master Plan were discussed at the City’s Town Hall meeting on January 26, 2019. Among the concerns that Leon Valley Citizens had regarding future development, was economic and neighborhood stability.
  - Staff is in the process of Developing a Request for Proposals for qualified firms to provide assistance to the City in developing necessary updates to the Plan. Among the Comprehensive Planning elements that Staff plans to address in the RFP are, Fiscal Impact Analysis, Future Land Use Planning, and Transportation Planning.
- Zoning Commission

- The Zoning Commission held a Special Meeting on Tuesday, September 10, 2019. The following items were considered:
  - CA-2019-10 (Code Amendment) - An amendment to Article 15.02, and Chapter 15, Zoning Code, Appendix C, Sustainability, Gateway, and Commercial/Industrial Overlay District Standards, regarding requirements for building materials and aesthetic methods for construction.
  - CA-2019-12 (Code Amendment) - An amendment to Chapter 15, Zoning Code, Appendix C, regarding minimum rear yard setback requirements in the Sustainability Overlay.
  - CA-2019-06 (Code Amendment) - An amendment to Article 15.02, Zoning Code, establishing the “PD” Planned Development Zoning District and associated use and development standards.
- The next regular Zoning Commission meeting is tentatively scheduled for Tuesday, September 24, 2019. The following items are tentatively scheduled for consideration:
  - SUP-2019-08 (Specific Use Permit) - A Specific Use Permit for a Retail Development (adjacent to Residential Lots) at 7125 Bandera Road.
  - ZC-2019-02 (Zone Change) - A Zone Change to Remove the Sustainability Overlay District Classification at 6617 Evers Road.
  - SUP-2019-01 (Specific Use Permit) - A Specific Use Permit for a Self-Service Carwash, Full-Service Car Wash, and Auto-Detailing at 6617 Evers Road.
  - ZC-2019-02 (Zone Change) - A Zone Change From B-2, Retail District with SO, Sustainability Overlay District Zoning, to “PD” Planned Development District Zoning, with B-2, Retail District Base Zoning, at 6617 Evers Road.
  - SUP-2019-09 (Specific Use Permit) –A Specific Use Permit for Entertainment Indoor Use at 6400 Bandera Road; generally located at the northwest corner of Grass Hill Drive and Bandera Road.
  - SUP-2019-10 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 6504 Bandera Road; generally located on the west side of Bandera Road approximately 200 feet north of Seneca Drive.
- Board of Adjustment
  - Staff has received a request for a variance at 6617 Evers Road. This request is currently on hold pending the outcome of the associated zone change and SUP for this property.
  - The Board of Adjustment is tentatively planning to hold a special meeting in September to hold a training session for newly adopted variance criteria.
- Plats
  - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
  - Staff has received an amending plat request for Linkwood Addition Lots 8 & 9. This purpose of this plat is to combine these two lots into one lot in order to facilitate the development of this tract which is generally located just south of Bush’s Chicken.
- City Council
  - The Planning and Zoning Department has the following Items scheduled for consideration at the September 17, 2019 City Council meeting:
    - CA-2019-10 (Code Amendment) - An amendment to Article 15.02, and Chapter 15, Zoning Code, Appendix C, Sustainability, Gateway, and Commercial/Industrial Overlay District Standards, regarding requirements for building materials and aesthetic methods for construction.

- CA-2019-12 (Code Amendment) - An amendment to Chapter 15, Zoning Code, Appendix C, regarding minimum rear yard setback requirements in the Sustainability Overlay District.
- Permitting and Records
  - 53 Walk-Ins
  - 62 Building Permits Issued/Processed (including trade permits)
  - Received 0 Certificate of Occupancy Applications
  - Issued 14 Certificates of Occupancy

## **Economic Development**

- Returned from medical leave and working on light duty assignment
  - Registered for three (3) IEDC certification classes in October 2019
  - Facilitated Side Code Update Advisory Committee meeting – 09/09/2019
  - Attended Northwest San Antonio Chamber of Commerce networking breakfast – 09/10/2019
  - Attended Staff meeting – 09/10/2019
  - Facilitated ONIT Team meeting – 09/11/2019
  - Preparing ONIT update presentation for city council
  - Follow-up on ED lead for new Torchy’s Tacos locations
  - Requested CPS Energy small business savings flyer to be distributed to Leon Valley businesses
  - Attended Economic Development Incentive Class in Kerrville, TX
- Enforcement:
  - 6400 Bandera – LETTER – Fence violation
  - 5200 Savory Glen – ONIT complaint – Site visit – complaint unfounded
  - 6409 Bandera – Castle Hills Family Practice – Site visit – Sign Violation
  - 6504 Bandera #1 – Baby Shark Snack Attack – Site visit – Sign Violation - Corrected
- Fire and Zoning Inspections:
  - 6807 Bandera – Car-vel Skate Center (XA)
  - 5504 Bandera #501 – MJ Body & Paint (XA)
  - 6531 Bandera – Door Pro, LLC (XA)
  - 6729 Bandera – The Health & Life Insurance Enrollment Center (XA)
- 2019 Business Audit:
  - Cross referencing businesses listed as “No Certificate of Occupancy” with INCODE records and current CO applications. Updating and filtering data to provide a Business Audit update presentation to city council
- Certificate of Occupancies
  - 5504 Bandera Rd Ste 501- Mj Body And Paint
  - 6233 Evers Rd Ste 5-6—Jorge Duque Insurance Agency
  - 6521 Bandera Rd- Social Cutz Barber Salon
  - 6420 Bandera Rd Ste A & B- Nora’s Agency Insurance & Business Services
  - 6812 Bandera Rd Ste 205-A- 3d Realty & Property Management
  - 6502 Bandera Rd Ste 202-Stellar Counseling Pllc
  - 4700 Timco West Ste 106-Voltron Lighting & Media
  - 6502 Bandera Rd Ste 207-Clarence Franke Allstate
  - 5300 Bandera Rd- Elliott Electric Supply
  - 5748 Evers Rd Ste 102- Ace Cash Express
  - 6891 Bandera Rd-Cash America Pawn
  - 6963 Bandera- Aj Shoes

- 6508 Bandera Rd- Fit For Your Nutrition
- 6531 Bandera Rd- Door Pro, Llc
- Development
  - Worked with 2 potential developers this time period.

### **City Secretary**

- Since the last report, the City Secretary's Office has received 20 open record requests. The requests were for: permit information, Red Light Camera items, Staff/City Council emails, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, election records, EMS reports, and witness statements.
- Prepared documents responsive to open record requests or submitted appropriate correspondence to the Texas Attorney General.
- Provided Public Information Act Training to newly appointed Councilor Hodde.
- Prepared, posted and drafted City Council agendas. Worked on City Council minutes.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Building Maintenance:
  - Scheduled City Hall/Police Department treated for pests as part of the regular bi-monthly treatment. This will occur Friday the 13<sup>th</sup>.

### **Library**

- Library Trustee Meeting Thursday, September 12th at 5:30pm in the library.
- For the month of August 2019 compared to August 2018:
  - Items loaned increased 23%
  - Library Cards issued increased 31%

### **Upcoming Events:**

- Next Regular City Council Meeting Tuesday, September 17, 2019, at 6:00 p.m. in Council Chambers.
- Soap Box Derby, Saturday, October 12, 2019, from 8:00 a.m. until 5:00 p.m. on Evers Road and the Leon Valley Community and Conference Centers.
- Halloween Party October 26, 2019, at the Leon Valley Community Center and Leon Valley Library from 9:00 a.m. to 2:00 p.m. Events are as followed: 9:00 a.m. -12:00 p.m. Arbor Day Tree Adoption on the Community Center Porch, 9:00 a.m. - 2:00 p.m. Trash to Treasure sale at the Community Center by Northwest Seniors, 10:00 a.m. - 11:00 a.m. Pet Costume Contest on the Grass area in front of the Community Center, 10:00 a.m. - 12:00 p.m. Library Halloween Fall Festival.
- Coffee with the Mayor and City Council, Saturday, October 19, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Annual Christmas Tree Lighting December 2, 2019, at 5:30 p.m. at the Leon Valley Conference Center.
- Annual Breakfast with Santa on December 7, 2019, at the Community Center Sponsored by the Friends of the Leon Valley Public Library and the Leon Valley Public Library from 8:00 a.m. - 10:30 a.m.
- Library Events
  - 8-Week Yoga Series on Sundays Presented by Yoga Seva: October 6th – November 24th
  - Saturday, October 26th from 10 am – 12 noon Library Fall Festival
  - Annual Stuffed Animal Sleepover:
    - Friday, November 15th: 3:30-6pm stuffed animal drop-off. Be sure to watch Facebook in the evening or early morning to see what the stuffed animals are up to.
    - Saturday, November 16th: Breakfast with stuffed animals/pick-up from sleepover 10-11:30am.
- Committee Meetings:
  - 9/11/19 – Earthwise Living Day Committee meeting at Public Works at 5:30 pm.
  - 9/12/19 – Park Commission meets at Conference Center at 6:30 pm.

- 09/12/2019 – Library Board of Trustees in the Library at 5:30 p.m
- 09/16/2019 – Charter Review Committee Meeting in the Large Conference Room at 6:00 p.m.
- 09/18/2019 – Citizens Police Advisory Committee meeting in City Hall at 6:00 p.m.m
- Meetings/Events
- 9/11/19 – Earthwise Living Day Committee meets at Public Works at 5:30 pm.
- 9/12/19 – Park Commission meets at Conference Center at 6:30 pm.